

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: REMINDER - Submission of Past Due Resolution Plan

Dear [Recipient Name],

This letter serves as a formal reminder that we have not yet received your proposed Resolution Plan regarding your past due account [Account Number], which was requested on [Original Request Date].

As of [Current Date], your account remains outstanding in the amount of \$[Amount]. To avoid further collection actions or impacts to your credit standing, it is imperative that you submit a formal plan detailing how you intend to resolve this balance.

Please submit your plan via [Email/Portal/Mail] no later than [New Deadline Date]. Your plan should include:

- Proposed payment amounts
- Frequency of payments
- Proposed start date

If you have already submitted your plan or have made a payment in full, please disregard this notice. If you are experiencing financial hardship and require assistance in drafting this plan, please contact our accounts department immediately at [Phone Number].

We look forward to receiving your proposal and resolving this matter amicably.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]